

FROM	NO. <b>M261894</b>
	DATE
	TYPE OF MATERIAL
TO:	ENVELOPE (S)
	PACKAGE (S)
	OTHER
<b>ORIGINATOR: DO NOT COMPLETE THIS COPY BELOW THIS LINE. REMOVE THIS COPY IF LOG DATA IS TO BE ADDED ON COPIES 2 AND 3. INSERT ONLY THIS COPY IN THE WINDOW POCKET, OR ATTACH SECURELY TO ENVELOPE OR PACKAGE WITHOUT A WINDOW POCKET.</b>	
SIGNATURE OF RECIPIENT (NOT INITIALS)	DATE AND TIME OF RECEIPT

**COURIER'S RECEIPT**

**1**

FORM 240 USE PREVIOUS  
6-60 EDITIONS

(24-25)

**COURIER RECEIPT AND LOG RECORD**

MFG. 10-70

~~CONFIDENTIAL~~

25X1

25X1

~~CORRESPONDENCE - GENERAL~~

## h. Document Receipt, Form 615

A Document Receipt is required for all correspondence classified SECRET transmitted outside CIA. Its use is optional for SECRET correspondence transmitted within the Agency and CONFIDENTIAL material forwarded outside CIA. Document Receipts are prepared in an original and one copy. The original is transmitted with the correspondence; the copy is retained by the sender until the original bearing the recipient's signature is returned. The copy is then destroyed.

CENTRAL INTELLIGENCE AGENCY <b>DOCUMENT RECEIPT</b>		<b>NOTICE TO RECIPIENT</b> Sign and Return as Shown on Reverse Side		COURIER REC. NO.	DATE SENT
SENDER OF DOCUMENT(S)		ROOM	BLDG.	DATE DOCUMENT(S) SENT	
<b>DESCRIPTION OF DOCUMENT(S) SENT</b>					
CIA NO.	DOCUMENT DATE	COPIES	DOCUMENT TITLE	ATTACHMENTS	CLASS
<b>RECIPIENT</b>					
ADDRESS OF RECIPIENT			SIGNATURE (ACKNOWLEDGING RECEIPT OF ABOVE DOCUMENT(S))		
			OFFICE	DATE OF RECEIPT	

FORM 12-61 615 USE PREVIOUS EDITIONS (33)

FRONT

USE  
REVISED  
FORM 615

<b>TO: CIA RECIPIENT</b>
Place signed receipt in outgoing messenger box for return to sender of document through agency messenger service.
<b>TO: NON-CIA RECIPIENT</b>
Place signed receipt in envelope and transmit to:
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>—CENTRAL INTELLIGENCE AGENCY 2430 E STREET NW. WASHINGTON 25, D.C. —6top 64</p> </div>

BACK

ACTUAL SIZE - 3½" x 7½"

EXHIBIT 16

-67-

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

25X1

25X1

~~CORRESPONDENCE - GENERAL~~

1. Postage Slip, Form 239

A Postage Slip shall be completed and attached to each piece of correspondence which will require special postage or handling. Envelopes and labels which bear the penalty indicia may require additional postage for special type services. In completing the Slip, indicate the type of mailing service desired, and fill in each pertinent space except the box marked "For Use by Central Mail Only." In addition, type the words "DO NOT METER" if for security reasons the postage should not be affixed by a postage meter.

NOTE: A single Postage Slip may be used to cover a group of letters if each letter in the group requires only first class postage. For such cases, type the word "various" in the addressee box on Form 239, followed by the number of addressees in parentheses. Attach a listing of these addresses.

Postage Slips will be required when the originator of registered correspondence desires a Return Receipt Card for Registered Mail, Post Office Form 3811.

USE  
REVISED  
FORM 239

SEE INSTRUCTIONS ON REVERSE SIDE		POSTAGE SLIP	
THE ATTACHED OFFICIAL MATERIAL REQUIRES POSTAGE FOR THE FOLLOWING PURPOSE:			
<input type="checkbox"/> AIR MAIL	<input type="checkbox"/> SPECIAL DELIVERY	<input type="checkbox"/> FIRST CLASS	<input type="checkbox"/> REGISTERED
<input type="checkbox"/> PARCEL POST	<input type="checkbox"/> REGISTERED (RETURN RECEIPT REQUESTED)		
<input type="checkbox"/> OTHER (EXPLAIN FULLY) _____			
ADDRESSEE		FOR USE BY CENTRAL MAIL ONLY	
ADDRESS		WEIGHT	
SENDER		POSTAGE AFFIXED	
OFFICE			
DATE	TELEPHONE EXT.		
FORM NO. 35-11 DEC 1948			

SAME SIZE AS SHOWN

EXHIBIT 17

~~CONFIDENTIAL~~